

Special Meeting
CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
May 16, 2017

Present:

Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. John Deierlein
Ald. Walter Schermerhorn
Ald. David Zieno
Ald. Jennifer Morris

Also:

City Chamberlain/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
Youth Bureau Director Robert Mason
Police Chief Rodney Marsh
DPW Superintendent Carl Ivarson
Fire Chief Tracy Chawgo
EMO A Jones
Code Enforcement Officer/Fire Marshall Jason Lawrence
City Attorney Patrick Flanagan

Supervisor James McNeil (6:15)
Supervisor Robert Jeffrey

Media Representative: Ashley Babbitt

Absent

Ald. Doliver called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:04 p.m. at the Council Chambers.

Executive Session – Ald. Caldwell **moved** to enter executive session at 6:05 p.m. to discuss employment history of a particular individual. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to adjourn executive session at 6:25 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

Department Head Reports

Finance Department

Refilling Deputy Clerk Position – D. DuFour requested permission to refill the Deputy Clerk Position which has been vacant. Ald. Schermerhorn **moved** to approve filling the Deputy Clerk Position at a Grade 20 at the two year step of the non-unit compensation schedule. Seconded by Ald. Caldwell, approved ayes all.

Refilling Finance Department Positions – D. DuFour reported that the refilling of the Deputy Clerk position would leave the Account Clerk position open. She requested permission to refill both the Clerk and Account Clerk positions. Ald. Caldwell **moved** to fill the Clerk position at the 2017 rate of \$13.42. Seconded by Ald. Deierlein, approved ayes all. It was decided that filling the Account Clerk position should wait for the purchase of the proposed new software to see how it affected work flow.

Finance/Utility Billing Software – D DuFour distributed information regarding the proposed purchase of new finance/utility billing software. Ald. Caldwell asked if there were a payroll module. D. DuFour stated there is an add-on module available but is not included in the cost presented. The payroll module would be \$8,400, a human resources module \$5,250, and a web portal for \$3,750. D. DuFour also stated that there is also a tax module available. Ald. Zieno asked about the budget regarding the software. D. DuFour stated that it was not included in the General budget, but was included in the Water and Sewer budgets that, if passed, would require a transfer of \$5,000 from Computer Development Reserve and \$5,700 from Contingency. Ald. Caldwell **moved** to recommend the Common Council approve the purchase of the new software. Seconded by Ald. Zieno, approved ayes all.

DPW

Trees - C. Ivarson reported that damage from the wind storm included the 1100' of fencing along Route 23 at a cost of \$31,440 - \$46,500 based on the two bids he received. In addition about 150 trees were downed. He does not have the manpower or equipment to safely remove the trees. The three proposals for tree removal are \$34,380 for a whole tree chipper; \$22,000 (this did not include prevailing wage so cannot be considered); and \$25,500. C. Ivarson also reported there was \$4,950 in damages to the rip-rap on the creek. He would like to have the wood declared surplus and to award the bid for tree removal to the lowest responsible bidder. The insurance company has been contacted regarding all the damages as well as a report that should be done by an engineer to look at the dam at a cost of \$3,800. Ald. Caldwell **moved** to recommend the Common Council declare the wood surplus. Seconded by Ald. Schermerhorn, approved ayes all. Ald. Caldwell **moved** to recommend the Common Council approve the transfer of funds from Reserves to cover the tree removal and to award the bid to the lowest bidder. Seconded by Ald. Deierlein, approved ayes all.

Adjournment

Ald. Deierlein **moved** to adjourn the Joint Committee Meeting at 6:42 p.m. Seconded by Ald. Caldwell, approved ayes all